

Job Description

Job title:	Manager - Programmes and Services
Unit/dept/delegation:	Programmes and Services Department, Maldivian Red Crescent
Reports to:	Secretary General (MRC)
Key Responsibility:	To ensure that all MRC programmes and services are functioning efficiently and guided accordingly.
Responsible for:	Overall management of technical team at HQ, provision of technical guidance on development and implementation of programmes and services to MRC branches.

Background

The Maldivian Red Crescent is an independent, voluntary, humanitarian organisation, established on the basis of the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It is part of the world's largest humanitarian movement – the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict.

Purpose

The primary purpose of the Manager- Programmes and Services is to ensure that MRC programmes and services are functioning efficiently and guided to achieve overall strategic vision of the MRC. He/she will be responsible to develop new strategies and plans to facilitate development of programmes and services of Maldivian Red Crescent, by identifying relevant programme and service gaps, developing interventions, ensuring implementation capacities are built at the Branch level and facilitating the scaling up of these programmes nationwide.

Key tasks and responsibilities

1. Manage overall MRC programmes and services;

- a. Develop strategies and guiding documents to guide MRC's programmes and services towards the achievement of the strategic priorities of MRC.
- b. Develop capacities of programme teams to plan and monitor implementation to ensure that programmatic targets are being met.
- c. Ensure systems are in place to regularly evaluate the effectiveness of programmes and services.
- d. Ensure timely reporting mechanisms are in place, to inform donors, partners, members and Governance of MRC, as per the requirements.
- e. Continuously analyse needs and strategise with branches to effectively respond to emergencies.
- f. Identify and build networks with relevant stakeholders and individuals to enhance collaboration and quality of MRC programmes and services.
- g. Work as a team with relevant staff to mobilize resources needed for effective and sustained delivery of MRC programmes and services.
- h. Represent MRC in regional/ global networks as relevant and engage in developing networks, learning and sharing best practices.

2. Manage and support MRC branches to conduct programmes and services;

- a. Facilitate MRC branches to plan and budget programmes and services, including the development of implementation plans
- b. Ensure regular technical support is provided to MRC branches and units
- c. Ensure that relevant reporting commitments are met by MRC branches for their programmes and services.
- d. Support branches in the development, sustainability and scaling up of programmes and services.
- e. Support knowledge and skills exchanges at local, National and Global levels.
- f. Support MRC branch leaders to coordinate and build networks with local-government agencies, community-based organisations, and businesses in communities and national level to create an enabling environment for MRC programmes and services in that area.

3. Manage and supervise Department Staff;

- a. Provide leadership and support to the team in setting and meeting with programmatic targets
- b. Facilitate capacity building of staff as per need, with immediate and future roles in mind
- c. Conduct regular appraisals for the staff, and provide regular feedback to improve performance.
- d. Facilitate an enabling and productive team environment.
- e. Mentor, motivate and supervise team members to ensure accountability as individuals and as a team

4. Manage budget(s);

- a. Plan and develop budgets for MRC programmes and services
- b. As the budget holder, manage, MRC programmes budget for effective utilization of resources.
- c. Ensure financial accountability by adhering to MRC financial policies and guidelines.
- d. Work closely with the Finance team of MRC on matters related to budget management of programmes and services.

5. Develop and maintain Planning, Monitoring, Evaluation and Reporting procedures that is in line with IFRC best practices, and captures the performance of the National Society.

- a. Develop and implement a participatory and evidence-based mechanism for annual planning at the National and Branch level, through a consultative process.
- b. Develop a central database to capture essential data and information to assess the performance of MRC and train all relevant staff in utilizing the database. Adhere to the reporting requirements of movement partners.
- c. Where applicable, coordinate with concerned technical experts on PMER within the Movement.

Duties applicable to all staff

- 1. Actively work towards the achievement of the Maldivian Red Crescent's mission, vision and strategic priorities.
- 2. Abide by and work in accordance with the Fundamental Principles and Maldivian Red Crescent Code of Conduct.
- 3. Perform any other work- related duties and responsibilities that may be assigned by the line manager.

Qualifications and Competencies

Education/Qualifications	Required	Preferred
A University degree in a related field, such as Health, DRR, Social Sciences, Project Management.	X	
Experience		
Experience in project management in humanitarian/ development sector for at least 2 years	X	
Experience in managing teams	X	
Worked with the RC/RC for at least one year		X
Worked on community-based projects	X	
Experience in planning, monitoring & evaluation and reporting.	X	
Competencies (Knowledge and Skills)		
Leadership and Managerial skills	X	
Training and facilitation skills		X
Excellent verbal and written communications skills in Dhivehi and English	X	

Contract and Salary

Contract Type: Yearly contract basis.

Monthly Salary: MVR 20,650 - 24,450

Application

Applications must contain:

- Letter of Interest
- Curriculum Vitae
- Copy / photo of ID card

Applications must be emailed with job title in subject to: info@redcrescent.org.mv addressed to Secretary General, Aishath Noora

Deadline: The deadline for application is 12 :00 PM on 24 February 2019. Only short-listed candidates will be contacted for interviews.